

YOUTH SERVICES POLICY

Title: Compensation for Other Employment Next Annual Review Date: 02/26/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.3
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References: ACA Standards 2-CO-1C-01 (Administration of Correctional Agencies); 2-7040 (Juvenile Probation and Aftercare Services); YS Policy No. A.2.38 "Ethics for Public Employees, Nepotism, Prohibited Contractual Relations, Gifts". and La. R.S. 42:1101 through 1123	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 02/26/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy regarding an employee's receipt of compensation related to outside employment other than his employment with Youth Services (YS).

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Facility Directors, Regional Managers, and all employees of YS.

IV. DEFINITIONS:

Employee - for the purpose of this policy, any individual employed full time in a classified or unclassified position.

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Undersecretary, Deputy Assistant Secretaries and their support staff.

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V. POLICY:

It is the Deputy Secretary's policy that employment with YS be considered as each employee's primary employment and compensation received from other sources for services should not reflect a conflict of interest and should be reported as outlined within this policy.

VI. PROCEDURES:

- A. Each employee who receives any compensation from sources for services rendered other than his/her employment with YS shall complete a Report of Actual/Planned Other Employment and Compensation form [Attachment A.2.3 (a).] The completed form shall be submitted to the Unit Head or designee. These forms shall then be forwarded to the Undersecretary for approval.
- B. The provisions of this policy shall not apply to pensions, receipt of interest from stocks, bonds, or certificates of deposit, etc.

Previous Regulation/Policy Number: A.2.3

Previous Effective Date: 08/14/08



Attachments/References: A.2.3 (a) Other Employment form 2-10.docx